



## CONTESTED HEARING INFORMATION SHEET

The court has received your request for a contested hearing. By requesting this type of hearing, you are telling the Court that you did not commit the infraction(s). You have been scheduled for a Contested Hearing (see enclosed hearing notice). At this hearing you have the right to have an attorney present **but one will not be provided for you. Hearings by mail are also available. All options may be done in writing. See below.**

At the Contested Hearing you will have the following options:

1. **Contest the infraction:** By choosing this option you are stating that you did not commit the infraction. The City must prove by a preponderance of the evidence that you committed the infraction. After consideration of the evidence, the Court will determine whether you did commit the infraction. You may require (subpoena) witnesses, including the officer who wrote the ticket, to attend the hearing (see the reverse side of your hearing notice for further instructions).
2. **Mitigate the infraction:** You may change your request to a mitigation hearing. By choosing this option, you will have the opportunity to explain the circumstances regarding this incident and the Court will consider a reduction of the fine. However, by doing this you are admitting that you committed the infraction. The Department of Licensing will be notified of the committed infraction(s) (unless it is a non-traffic infraction or parking ticket). If you choose this option, you will have no other court dates and your case will be closed upon payment of the fine.
3. **Request a deferred finding for dismissal:** This option is discretionary with the Court. The Judge will decide if you qualify for this option. You will not be eligible for a deferred finding if you have received one in the past seven years (7) or if you are a commercial driver's license holder. You will be required to pay a \$200 administrative fee, have no traffic infractions or criminal charges within the deferral period and may be required to comply with other conditions. If you comply with the **ALL** conditions, the charge will be dismissed at the end of the deferral period and will not go on your driving record. If you do not comply with the conditions as ordered, a finding of committed will be entered. The Department of Licensing will be notified of the committed infraction. You will be required to pay the original penalty that is noted on your infraction as well as the administrative fee. Additional penalties may apply. To avoid additional penalties, contact the court upon receiving a new citation. A request for a deferred finding is final. Once the judge has granted the deferral you are unable to change your request.

**Decision on written statement (hearing by mail):** Prior to your hearing, you may elect to seek a decision on written statement rather than appear for the in-court hearing. The form on the reverse side of this information sheet must be filled out and, pursuant to IMC-CRLJ 3.5(b), must be received at least five (5) days prior to your hearing date. You will be notified of the Court's decision within 120 days of the date that you initially responded to the infraction(s). Pursuant to CRLJ 3.5(c) and IMC-CRLJ 3.5(e) there shall be no appeal from a decision on written statement.

**If you fail to appear and fail to file a timely request for a "decision on written statement"**

- A judgment of committed will be entered on the charged infraction(s)
- An assessment of \$52.00 will be added to the fine(s)
- The Department of Licensing will be notified of the judgment entered and they will take action to suspend your driving privileges if the charges are traffic infractions
- The fines will be forwarded to a collection agency and you will be required to pay additional collection fees and interest.

ISSAQUAH MUNICIPAL COURT  
135 E Sunset Way / POB 7005  
Issaquah, WA 98027  
(425) 837-3170



**REQUEST FOR DECISION ON WRITTEN STATEMENT**

**Your Name (PLEASE PRINT):** \_\_\_\_\_

**Your Address (PLEASE PRINT):** \_\_\_\_\_

\_\_\_\_\_

**Citation Number:** \_\_\_\_\_

(see upper right corner of citation and/or hearing notice)

- ☐ I wish to request a deferred finding. **No other statement is necessary.** I understand that my request for a deferred finding is final. I am unable to change my decision once the judge has granted the deferral.
- ☐ I wish to mitigate the infraction(s) and seek a fine reduction.
- ☐ I wish to contest the infraction.

**Statement:** \_\_\_\_\_

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(If you need more space, please attach additional sheets of paper, along with any other evidence/documentation you want the Court to consider.)

I declare under penalty of perjury of the laws of the State of Washington that the above information and the information contained in the attachments hereto, is true and correct. I understand there can be no appeal from a decision on a written statement, pursuant to CRLJ 3.5 (e) and IMC-CRLJ 3.5 (e). I understand that by requesting a deferred finding, my request is final. I am unable to change my request once the Judge has granted the deferred finding.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, at \_\_\_\_\_  
(city/state)

\_\_\_\_\_  
Signature